



STATE OF WASHINGTON

Water Measuring Device Cost Share

APPLICATION INSTRUCTIONS

October 2002

Background: The rule “Requirements for Measuring and Reporting Water Use” Chapter 173-173 Washington Administrative Code (WAC) was effective January 21, 2002. This updated rule and increased enforcement of water measurement/reporting are the result of a lawsuit against the Department of Ecology for not complying with State of Washington water measurement laws.

In order to help water users implement the water measurement requirements, the Legislature provided \$3,400,000 to provide financial assistance in the form of cost share agreements for installation of measuring devices.

Basic Eligibility

The applicant must have a valid water right permit, certificate or claim for the point of diversion or withdrawal.

Funding is for source meters; i.e. devices measuring the diversion or withdrawal. Municipal service meters or meters within a municipal distribution system are not eligible. Irrigation District customers where the source is already metered are not eligible with the exception of those enrolled in their Conservation District’s Irrigation Efficiency program.

Funding is also available for electronic equipment, i.e. automatic recording devices and data transmission equipment. Ecology will fund data-loggers, Supervisory Control and Data Acquisition (SCADA) equipment, and other types of ancillary electronic equipment up to 100% for small-scale users,--those users diverting or withdrawing less than 200 cubic feet per second (cfs).

The maximum state cost share for any project will be \$50,000. The cost share percentage is based on the total project cost. Eligible costs include design, purchase, installation, and initial calibration of measuring devices or electronic equipment.

Total Project Cost	State Cost Share Percentage	Maximum State Share
\$0 to \$5,000	85%	\$4,250
\$5,001 to \$10,000	75%	\$7,500
\$10,001 to \$25,000	65%	\$16,250
\$25,001 to >\$100,000	50%	\$50,000

Devices installed prior to March 31, 2002 are not eligible for reimbursement.

Priority will be given to water users receiving water measurement orders from Ecology, participants in the Washington Fish and Wildlife Cooperative Compliance Program, and/or participants in Conservation Districts’ Irrigation Efficiency Programs. Ecology expects that funds will be available for other water users as well.

Application period:

The application period is from April 1, 2002 through June 30, 2003. Ecology recommends that applications be submitted as soon as possible.

Filling out the application form (can be accessed and completed on Ecology's website, and a hardcopy printed. A printed hardcopy will need to be submitted to Ecology. If you need a hardcopy, Ecology will provide one for you):

- 1) Provide basic information on applicant name, address and phone number. Include a street address if different than the mailing address. Email address is optional.
- 2) Include the water right permit, certificate or claim number(s) for the point of diversion or withdrawal. Attach a copy of the claim, permit or certificate, if available.
- 3) Provide a legal description of the diversion or withdrawal if the water right documentation is not attached. Use latitude and longitude if you have it. Otherwise, Township, Range, Section and Quarter/Quarter are acceptable.

Attach a map clearly depicting the point of diversion or withdrawal. Use a copy of the appropriate USGS topographic map unless another map will clearly show the location of the diversion or withdrawal relative to surrounding features.

- 4) Provide the Water Resource Inventory Area (WRIA) number for the project. The WRIA map on page 6 of this package identifies all sixty-two (62) WRIs in the State of Washington. The Sixteen (16) Fish Critical Basins are:

WRIA 1	Nooksack	WRIA 32	Walla Walla
WRIA 7	Snohomish	WRIA 35	Middle Snake
WRIA 8	Cedar/Sammish	WRIA 37	Lower Yakima
WRIA 9	Duwamish/Green	WRIA 38	Naches
WRIA 10	Puyallup/White	WRIA 39	Upper Yakima
WRIA 12	Chambers/Clover	WRIA 45	Wenatchee
WRIA 17	Quilcene/Snow	WRIA 48	Methow
WRIA 18	Elwa/Dungeness	WRIA 49	Okanogan

- 5) Indicate if you are requesting funds for a source meter. A source meter measures the diversion or withdrawal rather than water flow internal to a municipal or irrigation system. You should also indicate if you are requesting ancillary electronic equipment such as data-loggers, SCADA, or other devices. Ecology will fund up to 100% for those types of ancillary equipment.
- 6) Provide the approximate date of installation of the measuring device.
- 7) Indicate if you have received an administrative metering order from Ecology for your diversion or withdrawal. The administrative order number is in the upper right corner of the administrative order. If you have not been ordered to meter, but want to volunteer to meter, please indicate that you are volunteering for the metering program.
- 8) Indicate if you are a participant in the Washington Fish and Wildlife Cooperative Compliance Program. The Washington Department of Fish and Wildlife has a cost share program in the Walla Walla area for purchase and installation of fish screens.
- 9) Indicate if you are a participating in your Conservation District's Irrigation Efficiency Program. That program is a cost share program for purchase and construction of on-farm water conservation equipment.

10) Indicate if you are applying for financial hardship.

Ecology will consider changing the state cost share based on financial hardship for the three types of users above. However, the total maximum state share will stay at \$50,000. To be eligible for financial hardship, you must indicate so on the application form and submit the following additional information; the two most recent years individual, partnership, or corporate tax returns, the two most recent financial statements, and current balance in savings and checking accounts. Based on the information submitted, the regional section manager will determine the amount of state cost share is required for the project proposal.

11) Project description: Include sufficient information with the project description so that Ecology can evaluate the basic scope and appropriateness of the project. Water measurement equipment companies and staff will be able to assist you with providing this information. The listing "Irrigation Systems and Equipment," "Pump Dealers" or other categories in the Yellow Pages of your phone book may help you locate businesses which sell water measuring devices. Because debris can plug some types of meters, users should find out if the meter will withstand adverse conditions that may exist for particular situations, such as silty, sandy, or muddy water.

Specific items listed below are suggested as minimum information to allow Ecology to evaluate the application. Any available engineering design or specifications should also be included as attachments to the application. The specification sheets describing the capabilities and limitations of a meter usually provide the information outlined below.

For pressurized pipe flow projects:

- Maximum flow rate
- Average flow rate
- Minimum flow rate
- Pipe diameter
- Type of meter proposed (e.g. saddle mounted propeller meter with totalizer, sonic meter with totalizer). *(State regulation WAC 173-173 requires a totalizer. Instantaneous flow indicators are optional, but are useful in many situations and should be included for optimum water management.)*
- Ancillary equipment proposed (e.g. straightening vanes, telemetry)
- Meter accuracy *(State regulation requires that the meter register plus or minus 5% of the water actually passing through the meter AND the meter plus any secondary equipment must register plus or minus 10% of the water actually passing through the meter.)*
- Indoor (e.g. well shed) or outdoor installation?

For open channel flow projects:

- Maximum flow rate
- Minimum flow rate
- Average flow rate

- Type of device proposed (e.g. ramp flume with pressure transducer, metal weir with staff gauge, etc.)
- System designer
- Measuring device accuracy (*State regulation WAC 173-173 requires that open channel devices plus any secondary equipment such as data recorders register plus or minus 10% of the water actually passing through the system.*)

For automatic recording devices and data transmission equipment:

- Type of equipment (e.g. chart recorders, remote reading meters)
- System design and specifications
- System designer (e.g. vendor name)
- Recording system accuracy information

12) Cost Estimate: The following information should be included to estimate the cost of the proposed project. Additional detailed information on each of the below cost categories can be attached to the application form. In most cases, a copy of the project bid sheet provided by the contractor or vendor who is providing and installing the measuring device will provide enough information. Bid sheets should be detailed enough for the buyer and Ecology to clearly and readily identify what the contractor or vendor is providing to ensure proper installation and calibration of the measuring device.

Cost of the measuring device itself

Cost of installation and calibration:

- Materials
- Labor (number of hours and hourly rate)
- Equipment Rental
- Contracted services
- Ancillary equipment
- Other Costs

Total Cost of the Proposed Project

Signature: Applicant or person in responsible charge shall sign and date the application. Include the position of the person signing; e.g. landowner, irrigation district board member, etc.

Ecology Contacts and Mailing Addresses:

For more information, contact the staff below. Use their name and mailing address for submitting applications.

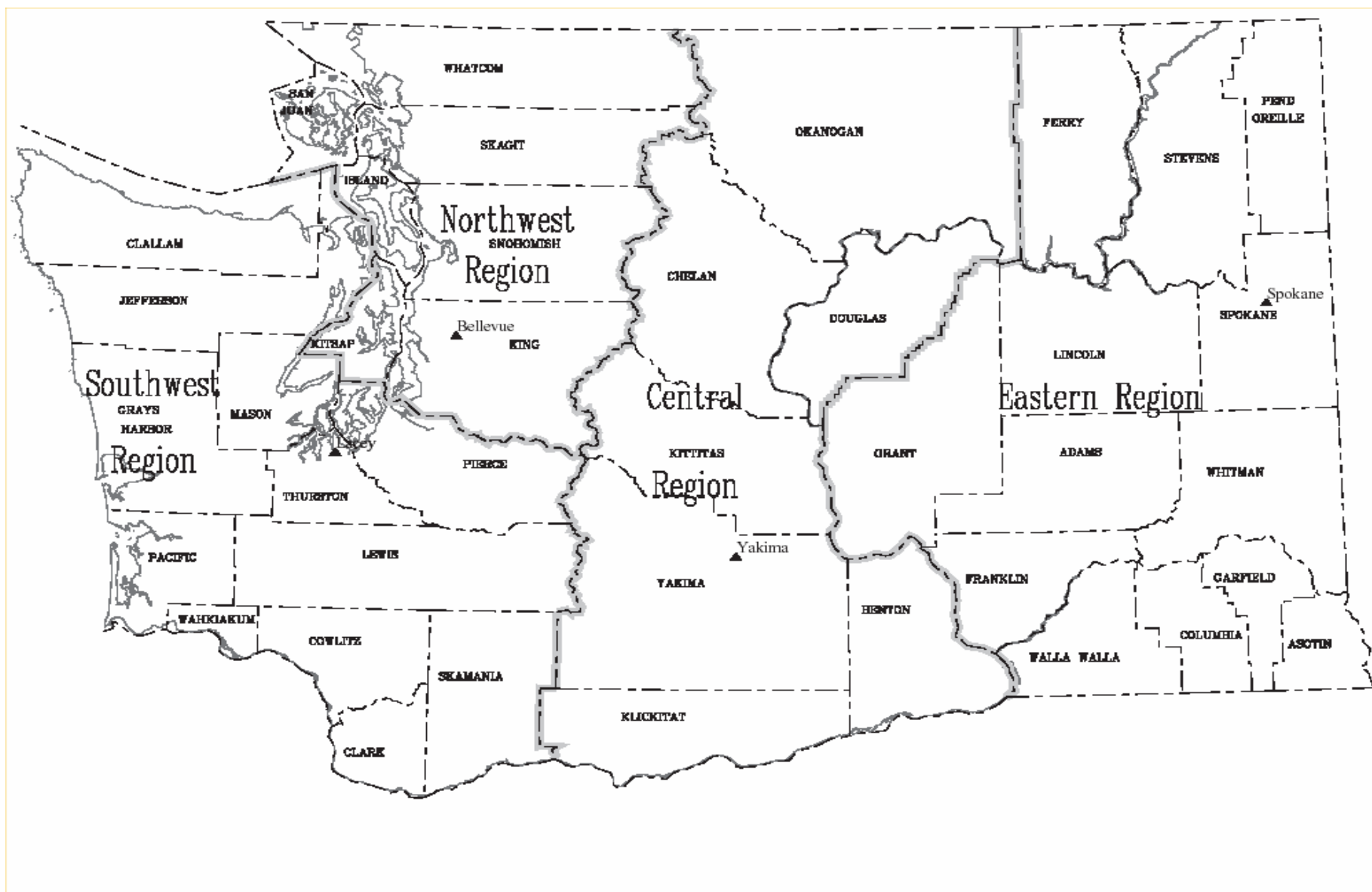
Northwest Regional Office; 3190 – 160th Ave. S.E.; Bellevue, WA; 98008-5452
 Greg Stegman
 Phone: (425) 649-7217
 Email: gste461@ecy.wa.gov

Southwest Regional Office; P.O. Box 47775-7775, Olympia, WA; 98504
Vicki Cline
Phone: (360) 407-0278
Email: vwin461@ecy.wa.gov

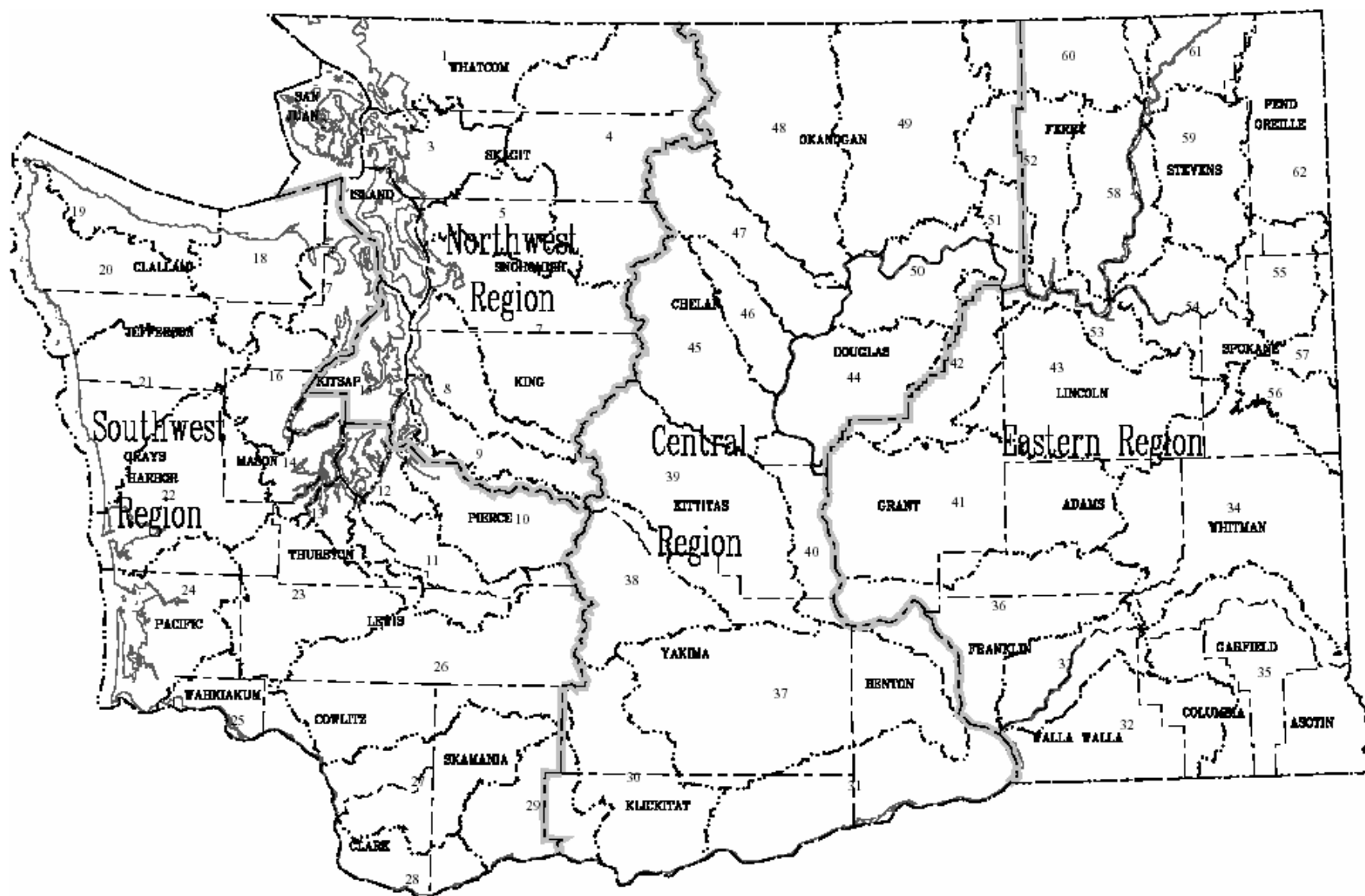
Central Regional Office; 15 West Yakima, Suite 200; Yakima, WA; 98902-3401
Ken Schuster
Phone: (509) 575-2490
Email: ksch461@ecy.wa.gov

Eastern Regional Office; 4601 North Monroe, Suite 202; Spokane, WA; 99205-1295
Leigh Fiedler
Phone: (509) 456-6333
Email: lfie461@ecy.wa.gov

The attached Regional Map will aid you in determining the appropriate regional contact.



Regional Office Map



Water Resource Inventory Area (WRIA) Map

ECOLOGY REVIEW, COST SHARE AMOUNTS and COST SHARE AGREEMENTS:

Ecology will review applications for completeness and eligibility.

Eligibility Pool: Ecology will determine the eligibility pool from the information submitted from the application.

Pool 1 (water measurement devices within fish critical basins):

The applicant must be a water user within one of the sixteen (16) fish critical Water Resource Inventory Areas (WRIA) and be a participant in one or more of the following programs or compliance efforts.

- Ecology's metering compliance program pursuant to the settlement of the water metering lawsuit. If you have received a compliance order from the Department of Ecology, you meet this requirement.
- The Conservation Commission's Irrigation Efficiency Grant Program. Metering equipment not included as part of the cost share for the Irrigation Efficiency Grant Program is eligible for Ecology's Metering Cost Share Program.
- The Washington Department of Fish and Wildlife (WDFW) Cooperative Compliance program for installation of fish screens.
- Users who are not in the above three categories but are in a fish-critical WRIA and volunteer to participate in the metering program are also eligible. To volunteer for the metering program, please contact the appropriate person in the applicable regional office listed above. Please indicate on the application that you are volunteering for the program.

Eligible Costs include: the cost of the meter, its installation and initial calibration, and ancillary equipment, discussed above.

Pool 2 (electronic equipment within fish critical basins, particularly appropriate if a meter is already installed):

The applicant is proposing a project that will provide telemetry of water measuring data in one of the sixteen fish critical WRIsAs.

Eligible Costs include: the cost and installation of automatic recording and/or electronic transmission via phone, satellite, or other telecommunication methods.

Pool 3 (statewide water measurement devices or telemetry):

The applicant is proposing a water measurement project anywhere within the State of Washington. The project must be of sufficient scope and significance to clearly distinguish it from a project that competes from POOL 1, and must have the support of the regional section manager, the statewide metering coordinator, and the program manager.

Eligible Costs include: the cost of the meter, its installation, and its initial calibration.

- **Cost Share Agreement Requirements:** Ecology will notify the applicant of the amount of cost share the applicant has been awarded. Upon accepting and returning the notification to the appropriate regional office, Ecology will prepare a Metering Cost Share Agreement for signature by both Ecology and the applicant. A signed agreement along with a blank billing invoice and instructions for filling out the invoice will be sent

to the applicant. The agreement will be a cost reimbursement agreement. A payment request along with accompanying copies of receipts of cost incurred will be submitted to Ecology after all work has been completed and notification of installation and calibration of the metering device has been confirmed either by letter from the firm installing the device or confirmation by regional staff. In addition, latitude and longitude coordinates of the point of diversion and location of the metering device must be submitted to Ecology before reimbursement will be authorized. The invoice will be made within 30 days of receipt of all final documents. If coordinates for latitude and longitude are not provided, the applicant must provide access to Ecology so the agency can determine latitude and longitude. Other agencies, such as the local conservation districts, the Natural Resources Conservation Service in your area, or the Washington Department of Fish and Wildlife may be able to provide assistance in determining latitude and longitude. Those agencies cooperate with Ecology either through the Conservation Commission's Irrigation Efficiency Grant Program or the Washington Department of Fish and Wildlife (WDFW) Cooperative Compliance program for installation of fish screens.